

3. Judicial Staff Education Committee.

a. Purpose. The Judicial Staff Education Committee (JSEC) works with training coordinators statewide to assist in coordinating, directing and providing education and training for all judicial staff. JSEC shall:

- (1) Develop and implement a comprehensive curriculum for judicial staff education;
- (2) Uphold the educational standards established by the supreme court;
- (3) Foster participation of judicial staff in education programs at all levels of the state court system;
- (4) Ensure that JSEC programming is responsive to the needs of all judicial staff;
- (5) Evaluate potential educational programs for inclusion in JSEC curriculum;
- (6) Establish methods of delivery of education programs that are most effective, economical and appropriate;
- (7) Ensure that program faculty are trained to utilize effective and appropriate education methods;
- (8) Develop a systematic plan for judicial staff education expansion and refinement; and
- (9) Provide information and make recommendations to the supreme court, COJET, and AJC regarding judicial staff education.

b. Membership. JSEC shall include members from each of the categories listed below. Individual members shall represent at least one, but not more than two, of the categories listed below:

- (1) Support staff;
- (2) Bailiff;
- (3) Court interpreter;
- (4) Court reporter;
- (5) AOC Information Technology Division;
- (6) AOC Court Services Division;
- (7) Court manager;
- (8) Security officer or court security personnel;
- (9) Appellate jurisdiction;
- (10) General jurisdiction judicial assistant;
- (11) General jurisdiction court clerk;
- (12) General jurisdiction court administrator;
- (13) Limited jurisdiction court clerk;
- (14) Limited jurisdiction chief court clerk or court administrator;
- (15) Training coordinator representing general jurisdiction courts;
- (16) Training coordinator representing limited jurisdiction courts;
- (17) Regional training committees;
- (18) Members of the public; and
- (19) Others at the discretion of the chief justice.

c. Organization.

- (1) The chief justice shall appoint the chair and vice chair for two-year terms.
- (2) The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
- (3) JSEC shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
- (4) The JSEC chair may create subcommittees and workgroups as needed.